

Development Director: The Kalamazoo Civic Theatre, one of the largest community theatres in the nation, seeks a highly motivated, innovative individual to join our professional staff in this full-time, salaried position. A generous benefits package is offered including life, health, dental and vision insurance and paid time off.

Job responsibilities: The Development Director will evaluate and build upon current methods utilized to secure funding, which include: annual operations drive, grant requests, corporate sponsorships, fundraisers, planned giving, capital and endowment programs. This position is responsible for the preparation of annual departmental budgets, and impeccable maintenance of donor records.

Requirements: We are looking for a well-rounded development professional that possesses a post-secondary degree in Development, Business, Theatre or a related area. The candidate chosen will possess the drive and vision to develop strategies for solicitation, cultivation and recognition of donors and corporate sponsors. In addition to excellent written and verbal skills, the ideal candidate will also have prior experience in database management and online technology. Working closely with marketing, finance, and administrative positions, the Development Director must be a creative, collaborative team member. Finalists will be asked to submit to reference and background checks.

To apply: Submit cover letter, resume, and salary history to Kristen Chesak, Managing Director, Kalamazoo Civic Theatre 329 South Park Street, Kalamazoo MI 49007. Or by email: lmcleod@kazoocivic.com. Please use 'Development Director Position Application' in subject heading of all email correspondence. More information: visit www.kazoocivic.com.